Chapter 2

The Rehire Process

Learning Objectives

⇒ Define terms, concepts, and procedures related to the rehire process.

⇒ Use transaction code PA40 for processing rehires.

⇒ Complete the re-employment process of a retiree.

Table of Contents

Chapter Overview

Entering information for individuals rehired by a state agency is a two-step process. Step 1 is verification of individual's previous employment with the state. Step 2 involves using transaction *PA40* (Personnel Actions) to enter personnel information. The *Rehire* action is very similar to the *Hire a*ction. If the employee has a master data record, review infotypes for accuracy and modify as needed.


🛑 Important!

- An agency may rehire an individual only if the person is a former employee of the agency. If the rehired employee or retiree worked for a different agency, send the rehire paperwork to OPM for processing.

- A former employee terminated prior to <u>June 24, 2001</u>, and rehired after June 24, 2001, is treated as a new hire because their employment record is not in the AASIS system.

- A former employee who worked for the state after June 24, 2001, has a master data record in the AASIS system, and is treated as a rehire.
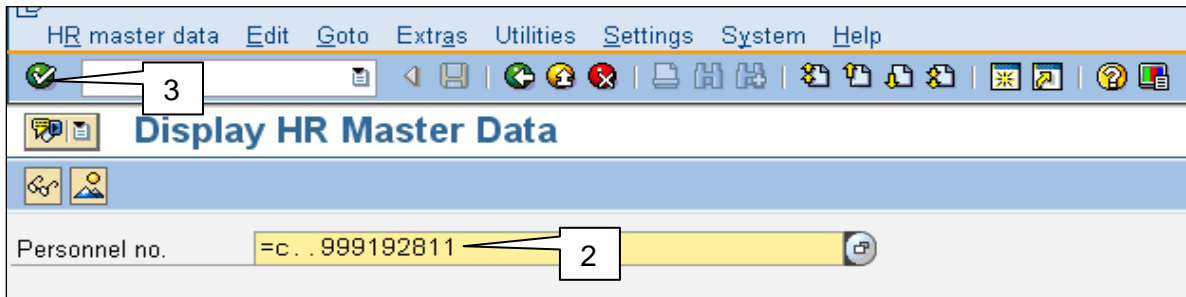

Verification of Previous Employment

Prior to entering new hire information, the hiring agency must verify previous employment by using transaction *PA20* to search by the social security number.

Action Steps:

1. Enter *PA20*. <Enter> 🟢 .
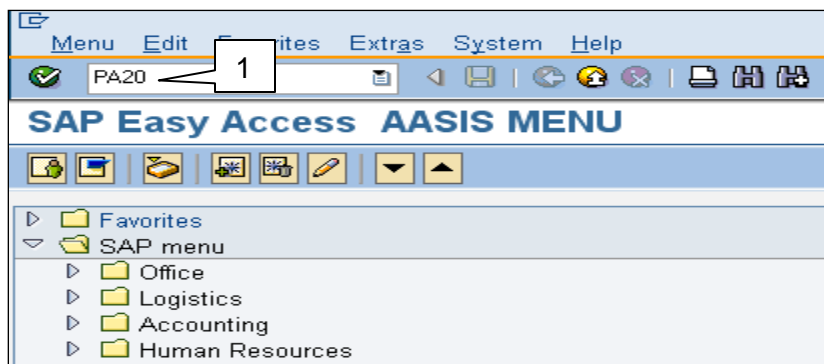
2. In the Personnel no. field, enter **=c..#########** (where ### is the Social Security number.)

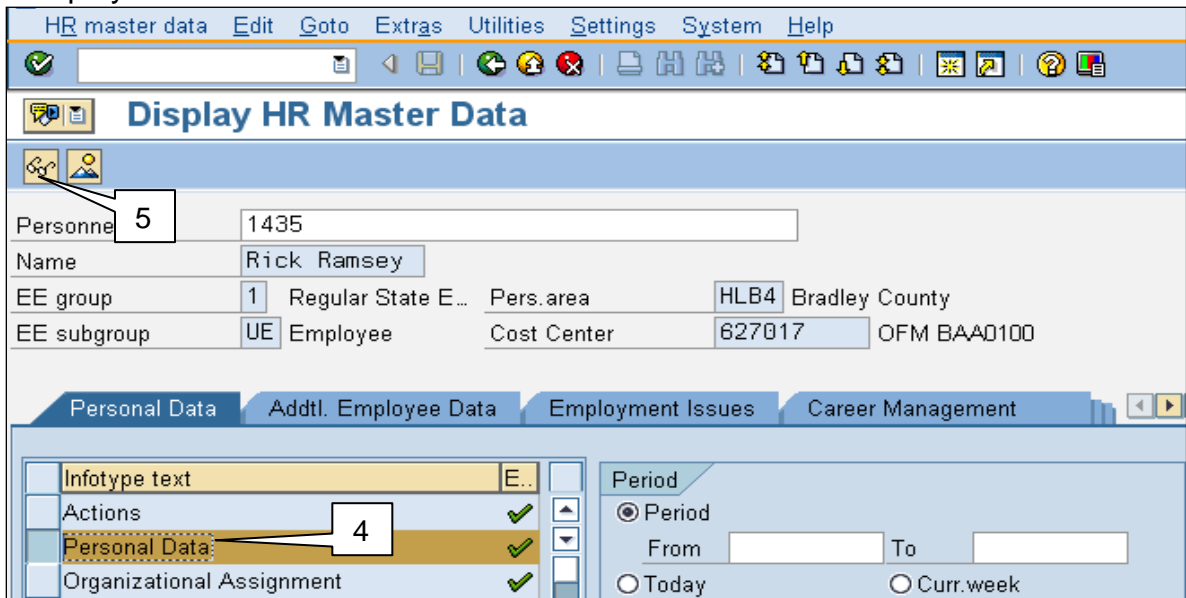3. <Enter> ✅ **.**

HR master data   Edit   Goto   Extras   Utilities   Settings   System   Help

Display HR Master Data

| Personnel no. | =c..999192811 |

4. Select *Personal Data* (IT0002).

5. <Display> 👓 **.**

HR master data   Edit   Goto   Extras   Utilities   Settings   System   Help

Display HR Master Data

Personne	1435
Name	Rick Ramsey
EE group	1 Regular State E... Pers.area HLB4 Bradley County
EE subgroup	UE Employee Cost Center 627017 OFM BAA0100

Personal Data | Addtl. Employee Data | Employment Issues | Career Management

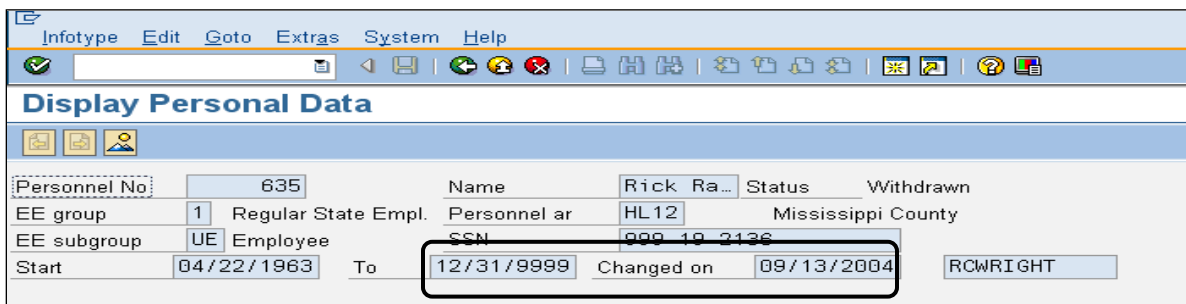| Infotype text | E.. | | Period |
Actions	✔		⦿ Period
Personal Data	✔		From ___ To ___
Organizational Assignment	✔		○ Today ○ Curr.week

Compare the social security numbers (SSN) to verify there is a match.

Infotype   Edit   Goto   Extras   System   Help

Display Personal Data

| Personnel No | 635 | Name | Rick Ra... | Status | Withdrawn |
EE group	1 Regular State Empl.	Personnel ar	HL12	Mississippi County
EE subgroup	UE Employee	SSN	999-19-2136
Start	04/22/1963 To	12/31/9999	Changed on	09/13/2004	RCWRIGHT

This is a former employee with a personnel number, so his information is entered using the *Rehire* action in *PA40*.
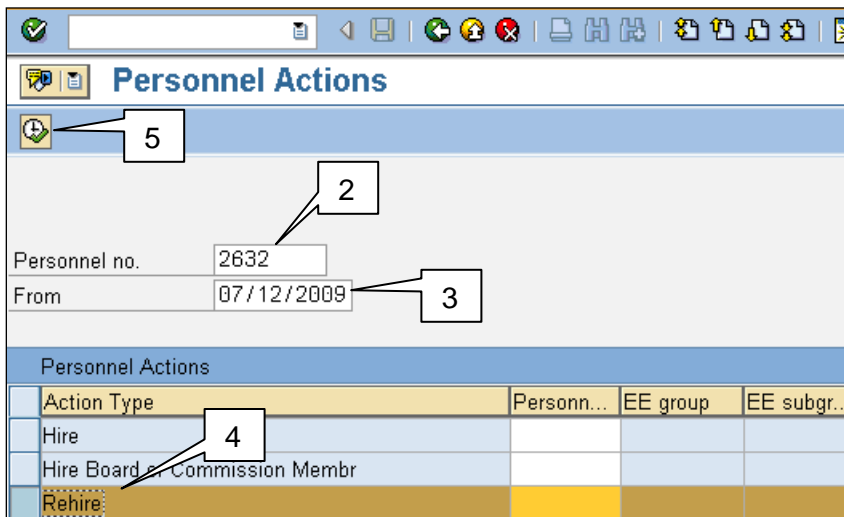
Rehire Action

A *Hire Action* initially creates the infotype records so the completed records are available in the *Rehire* action. This does not mean all the information is correct. It is very important to verify all infotype screens for accuracy!

Action Steps:

1. Enter PA40. <Enter> ✅.
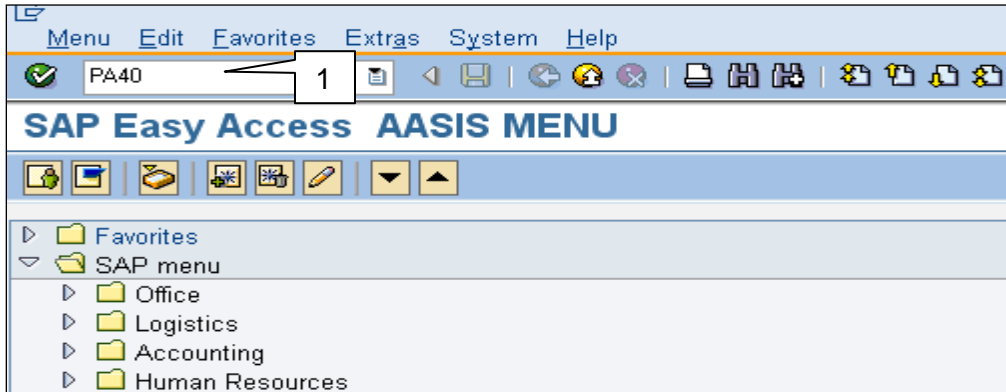
2. Enter the *Personnel no.*
3. Enter the hire date into the *From* field. Verify the hire date to ensure it is correct before saving.
4. Select *Rehire*.

5. <Execute> 🕓.

Actions (Infotype 0000)

Action Steps:
1. Select rehire for *Reason for Action.*
2. Enter the *Position* number.
3. <Enter> 🗸 . The message below appears. <Green check mark> ✓ .

```
┌─ Information ─────────────────────────────────────── ⊠ ─┐
│  ⓘ   Default values are used by the position             │
│                                                          │
│  ✔ ⓦ                                                     │
└──────────────────────────────────────────────────────────┘
```

4. <Enter> 🗸 . The system displays this message
   ⚠ Record valid from 06/26/2008 to 12/31/9999 delimited at end   indicating that the
   previous record's end date is changed.

5. <Enter> 🗸 **.**
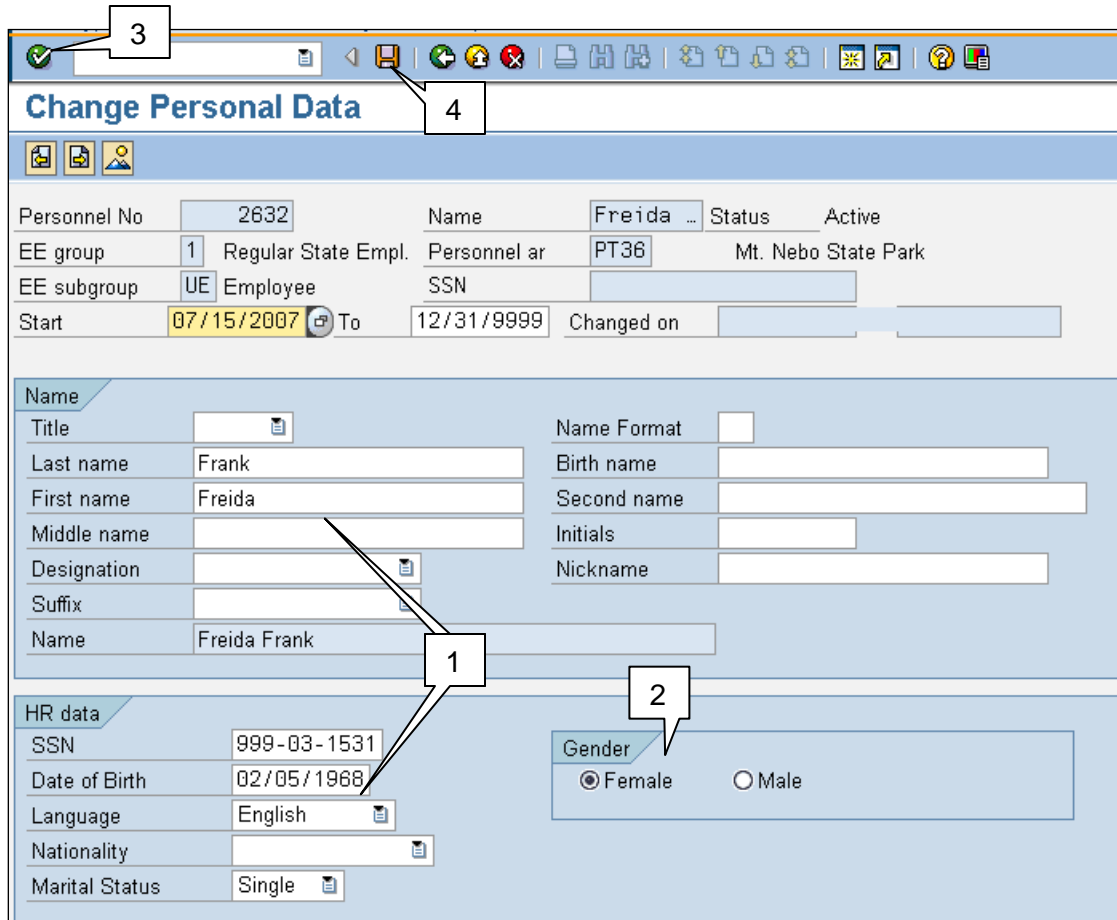6. <Save> 💾 to save the information.

Personal Data (infotype 0002)

Verify the personal information of the employee for possible changes.

Action Steps:
1. Enter information such as *First name, Last name, Date of Birth, and SSN*.
2. Check the *gender* information. The system defaults to female.
3. <Enter> [icon] to validate the information.
4. <Save> [icon] to save the information.
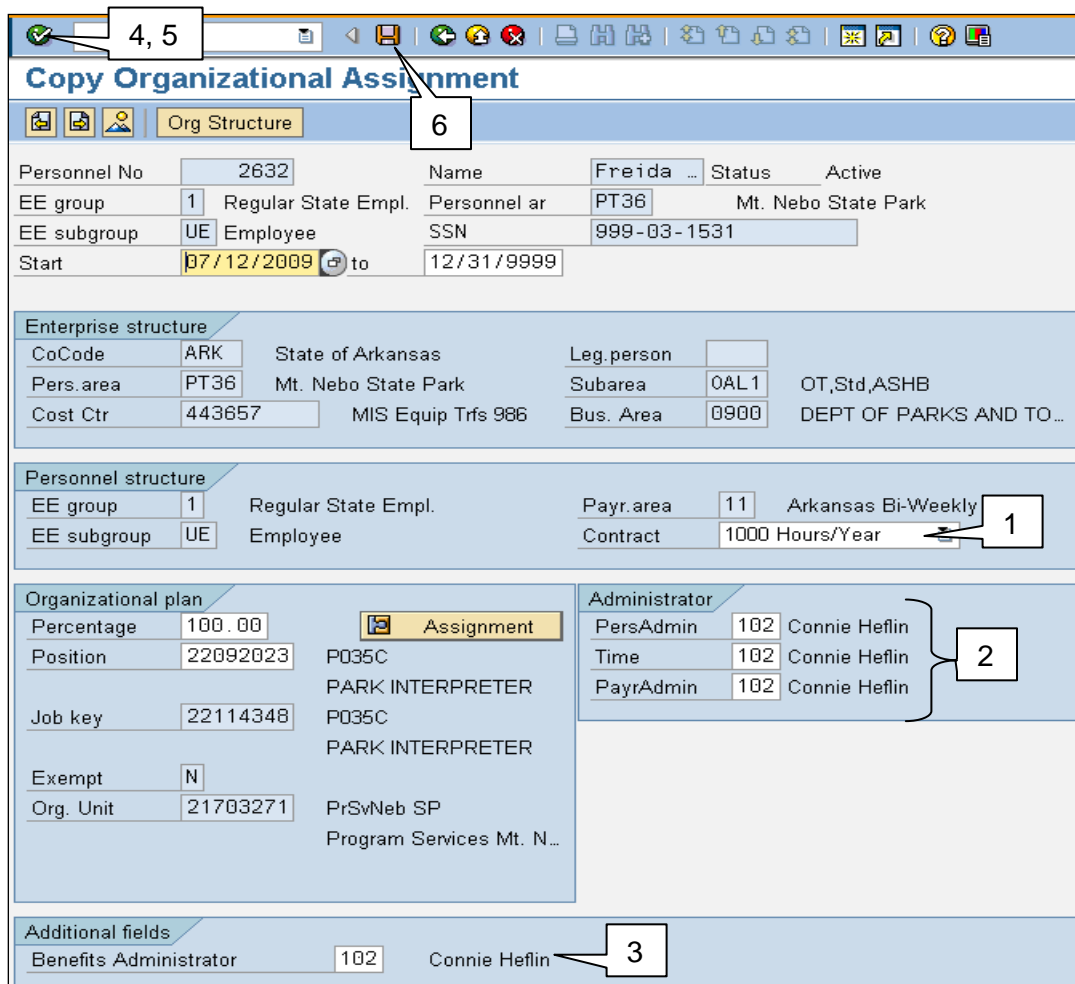
Organizational Assignment (Infotype 0001)

The work contract field is selected and the administrators are updated.

Action Steps:

1. Select the type of *work contract*.
2. Under *Administrator*, select the *PersAdmin, Time, and PayrAdmin* administrators.
3. *Under Additional fields, select Benefits administrator.*
4. <Enter> ![button]. The system displays this message

   ![Record valid from 06/26/2008 to 12/31/9999 delimited at end] indicating the previous record's end date is changed.

5. <Enter> ![button] to validate the information.
6. <Save> ![button] to save the information.

Monitoring of Tasks (Infotype 0091)

This infotype is <u>optional</u>. It stores additional data about the employee, along with deadlines and reminder dates. Dates your agency may choose to monitor are:

- End of Probation,
- Catastrophic Leave,
- DROP Start Date and End Date,

- Driver's License Expiration,
- End of Leave,
- Performance Evaluation Date

If no information is entered, click <Next record> 🗗 to advance to the next infotype.

Action Steps:

1. Select *task type.*
2. Enter *Date of Task.* The reminder date defaults.
3. Enter *Comments.* (This is optional.)
4. <Enter> ✅ to validate the information.
5. <Save> 💾 to save the information.
6. <Next record> 🗗 to advance to the next infotype.

Date Specification (Infotype 0041)

For a rehire, re-employment of retiree, or a hire from a non-participating agency, adjustment of date types may be required. *Career Service Date* and *Leave Accrual Date* must be adjusted based on prior years of service. If *Leave Accrual Date* is left blank, a red error message displays and you will not be allowed to continue the data entry process. If the dates are unknown, use the latest hire date. Contact OPM to determine if these dates must be revised because they affect the length of time employed for career service awards and leave accrual dates.

S.T.A.R. Employees

Upon rehiring a State Temporary Employee Active in Retirement (STAR), use the next available field on this infotype, click on the drop down box, and select *STAR start date,* and enter the STAR employee start date.
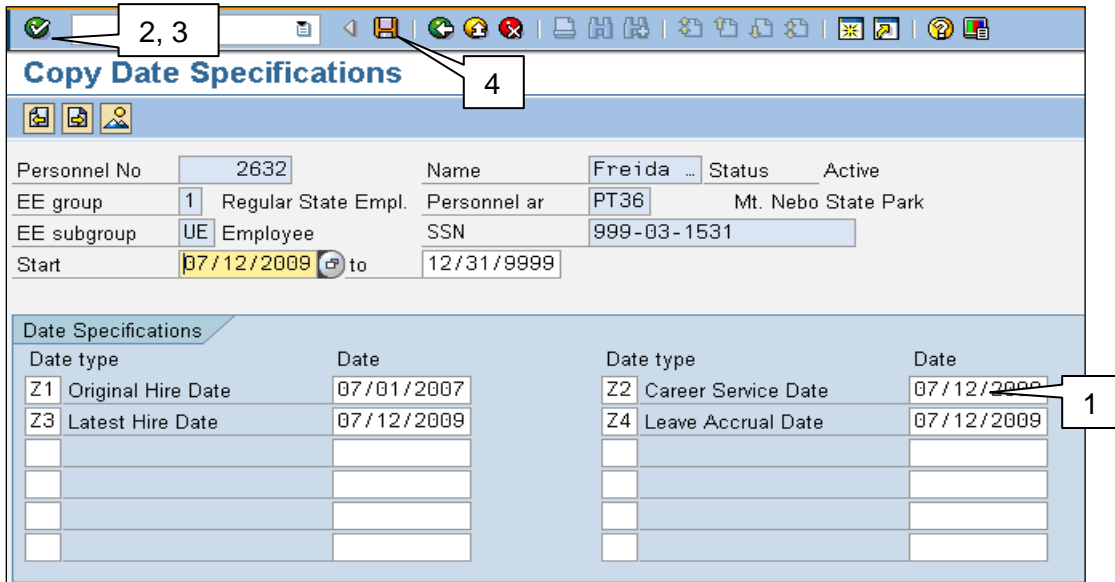
Action Steps:

1. Enter *Leave Accrual Date* and *Career Service Date*.

2. <Enter> [✓]. The system displays this message

   | ⚠ Record valid from 07/01/2007 to 12/31/9999 delimited at end | indicating the previous

   record's end date is changed.

3. <Enter> [✓] to validate the information.

4. <Save> [💾] to save the information.

Addresses (Infotype 0006)

This infotype contains two subtypes: business address and permanent home address.

 Pointers:

- *Address line 1* includes space for 40 characters.
- Key the *zip code,* without using a hyphen, i.e. 722012525.
- *Address line 2* is no longer available for use.

Business Address

This infotype stores the employee's business address based on the position's personnel area. If the personnel area is correct but the business address is wrong, contact the AASIS Help Desk at 683-2255.
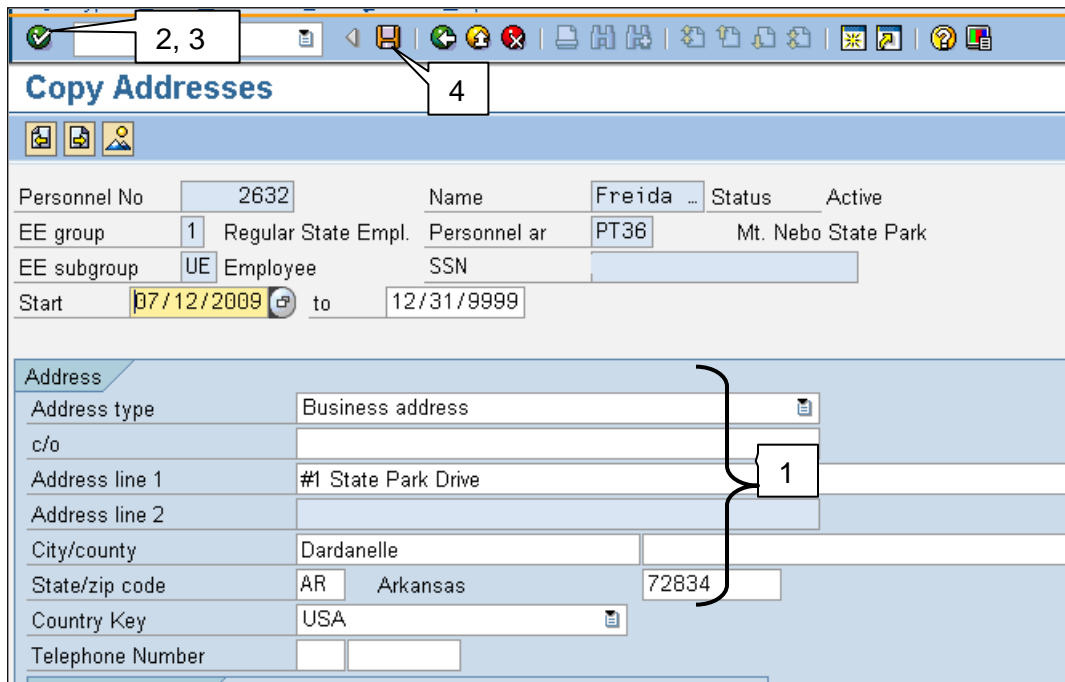
Action Steps:
1. Verify the business address and add the phone number.
2. <Enter> [✓]. The system displays this message

   ⚠ Record valid from 07/01/2007 to 12/31/9999 delimited at end   indicating the previous record's end date is changed.

3. <Enter> [✓] to validate the information.
4. <Save> [💾] to save the information.
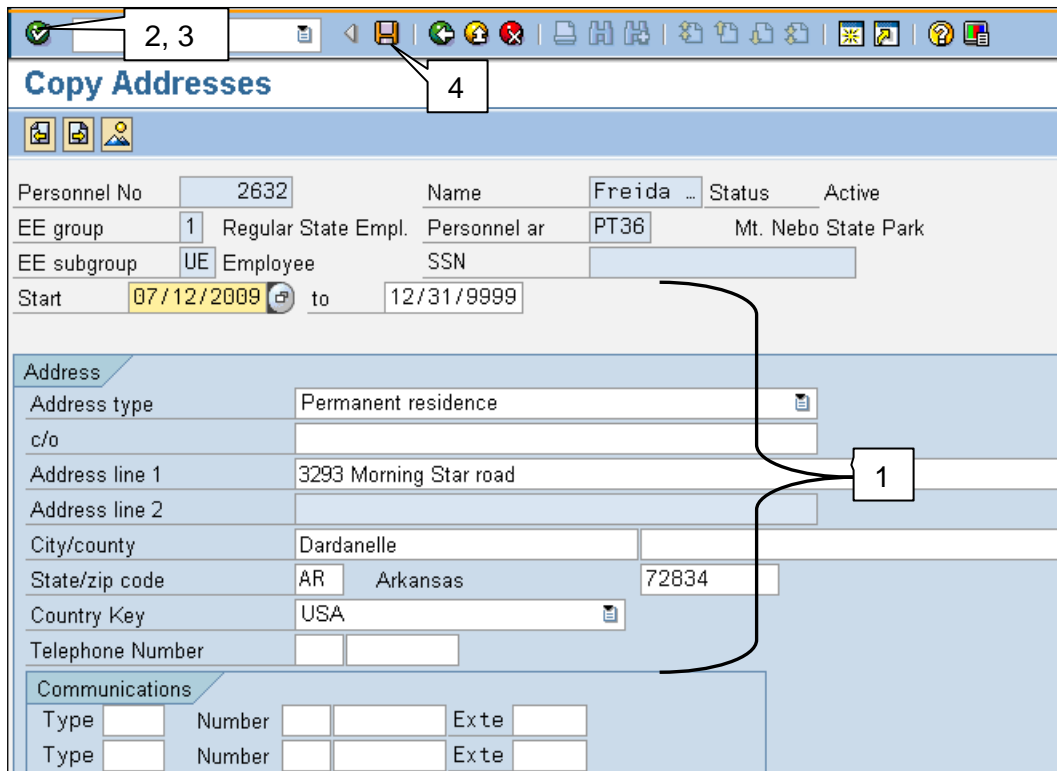
Permanent Address

This infotype stores the employee's permanent home address which is used for W-2's and for paper warrants (unless *Direct Deposit* is selected.)

Action Steps:
1. Enter the *permanent residence* (street, city, state, zip code, and phone number.)

2. <Enter> ![icon]. The system displays this message
   ⚠ Record valid from 07/01/2007 to 12/31/9999 delimited at end   indicating the previous record's end date is changed.

3. <Enter> ![icon] to validate the information.

4. <Save> ![icon] to save the information.

Copy Addresses	2, 3 … 4

Personnel No	2632	Name	Freida …	Status Active
EE group	1 Regular State Empl.	Personnel ar	PT36	Mt. Nebo State Park
EE subgroup	UE Employee	SSN		
Start	07/12/2009 to	12/31/9999		

Address	
Address type	Permanent residence
c/o	
Address line 1	3293 Morning Star road
Address line 2	
City/county	Dardanelle
State/zip code	AR Arkansas 72834
Country Key	USA
Telephone Number	

Communications			
Type	Number	Exte	
Type	Number	Exte	

1

Other/Previous Employers (Infotype 0023)

This optional infotype maintains information relating to the employee's present and previous employers.

If information is not entered, click <Next Record> and Click *Yes* to continue to the next screen.
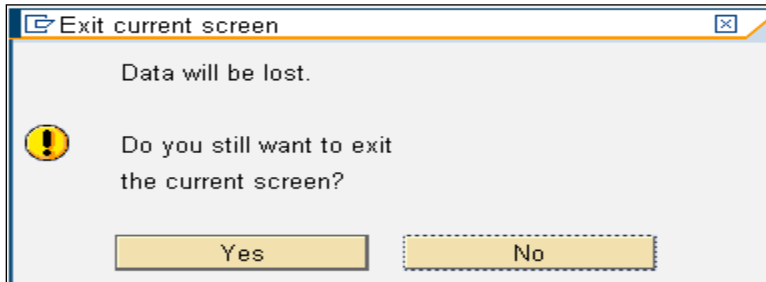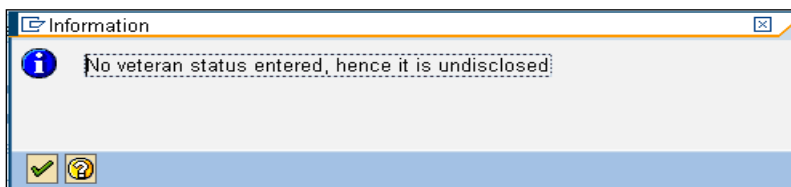

Action Steps:

1. Enter the *Start /to* date (this is the timeframe in which the person worked for a previous employer), name, city of previous employer.

2. <Enter> to validate the information.

3. <Save> to save the information.

Additional Personal Data (Infotype 0077)
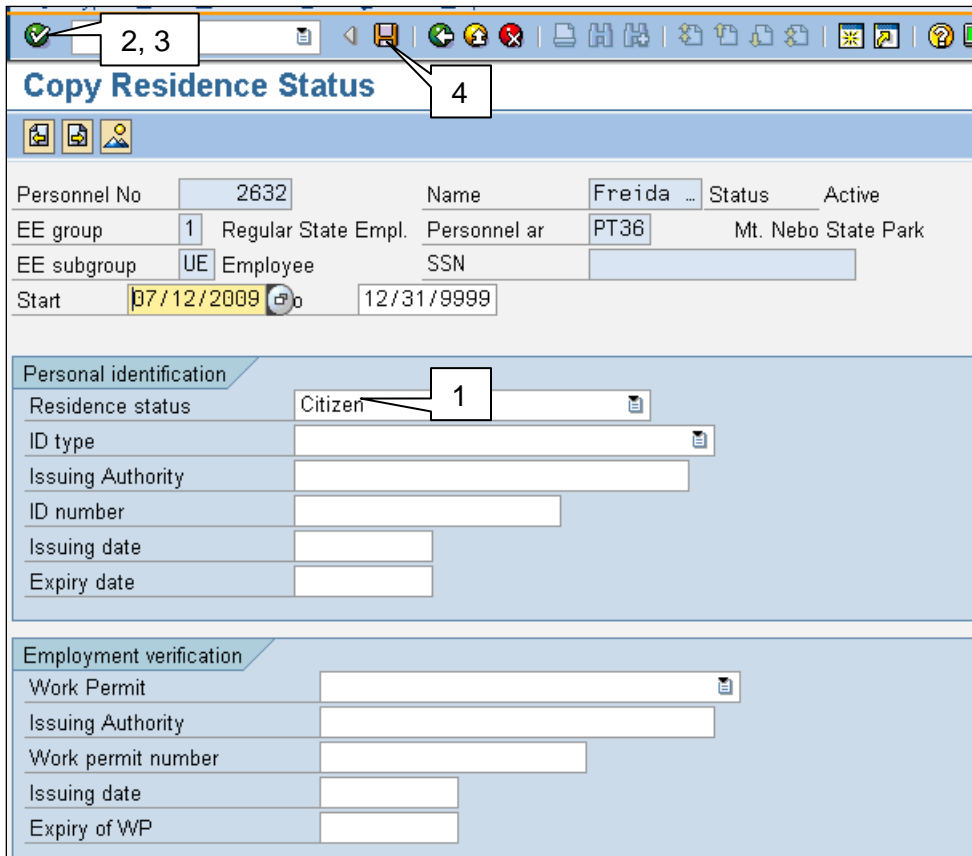
This infotype stores additional employee personal data related to *Ethnic Origin* and *Military Status.* This information is very important because it is required for several personnel administration reports such as EE04 reports to the Federal government and to the EEOC (Equal Employment Opportunity Commission.) If the employee has a documented disability, complete the *Disability* section.

Action Steps:
1. Enter the *Ethnic origin.*
1. Enter Military *status* and *Veteran Status.* If the employee has not served in the military, select *Non-veteran* under *Veteran Status.*

2. <Enter> ![icon] - The system displays this message
   ![Record valid from 07/01/2007 to 12/31/9999 delimited at end] indicating the previous record's end date is changed.

3. <Enter> ![icon] to validate the information.

4. <Save> ![icon] to save the information. If no veteran status is entered, a message box appears, <Green check mark> ![icon] to continue.

Residence Status (Infotype 0207)

This mandatory infotype stores Employment Eligibility Verification taken from the I-9 Federal forms. If "Non-resident alien" is selected, complete subtypes US01 Visa Information (US) and US02 I-94 Records (US) which appear next. This screen must be completed and entries saved!

Action Steps:

1. Enter the *residence status.*

2. <Enter> ✅ . The system displays this message
   ⚠ Record valid from 07/01/2007 to 12/31/9999 delimited at end   indicating the previous record's end date is changed.

3. <Enter> ✅ to validate the information.

4. <Save> 💾 to save the information.
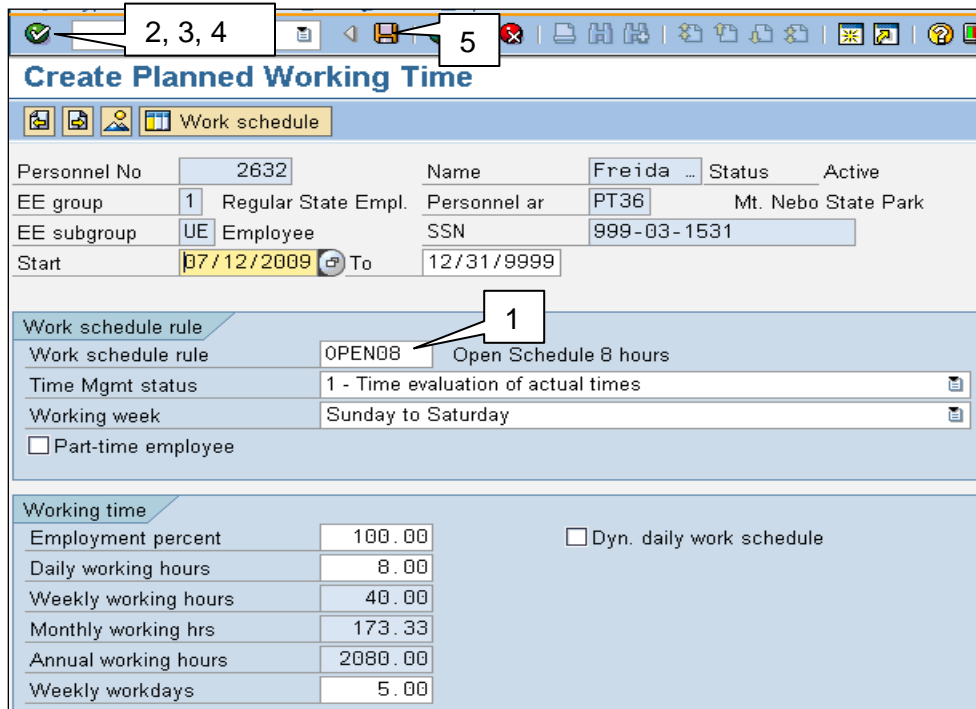
Planned Working Time (Infotype 0007)

This infotype stores the employee's work schedule. The most commonly used work schedule is automatically assigned to the employee based on the employee's group, subgroup, personnel area, and subarea. The *Employment Percent* field defaults to 100% for the employee's working time.

For employees who are part-time or extra-help (less than 100%), you <u>must </u>adjust the employment percentage.

Action Steps:

1. Verify work schedule and make any necessary changes.

2. <Enter> ✅ . This message appears ⚠ Attention: Please check Basic Pay infotype (0008) .

3. <Enter> ✅ . The system displays this message
   ⚠ Record valid from 07/01/2007 to 12/31/9999 delimited at end indicating the previous record's end date is changed.

4. <Enter> ✅ to validate the information.

5. <Save> 🖫 to save the information.

Basic Pay (Infotype 0008)

Basic pay verification is critical. A number of fields populate according to the position number. You must select a reason code and verify the level number.
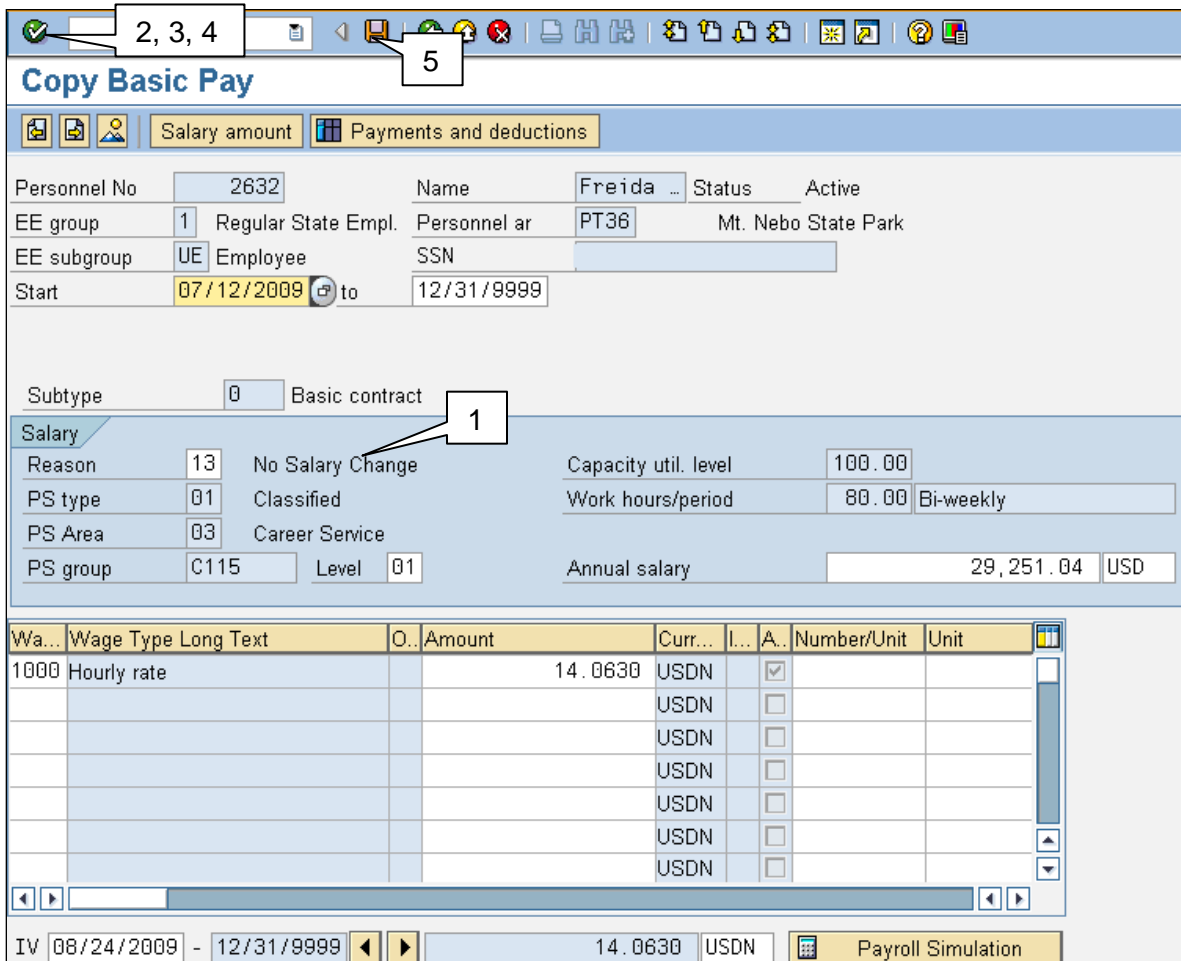
Action Steps:

1. Select a reason code corresponding with the reason code selected for *Action* (IT0000). Verify the level code, changing if necessary.

2. <Enter> ![button]. A message alerts the user to the annual salary amount.

    ⚠ Annual salary will be changed to minimum from range (29,251.04 - 49,682.88) - rule (0013)

3. <Enter> ![button]. The system displays this message

    ⚠ Record valid from 07/01/2007 to 12/31/9999 delimited at end   indicating the previous

    record's end date is changed.

4. <Enter> ![button] to validate the information.

5. <Save> ![button] to save the information.
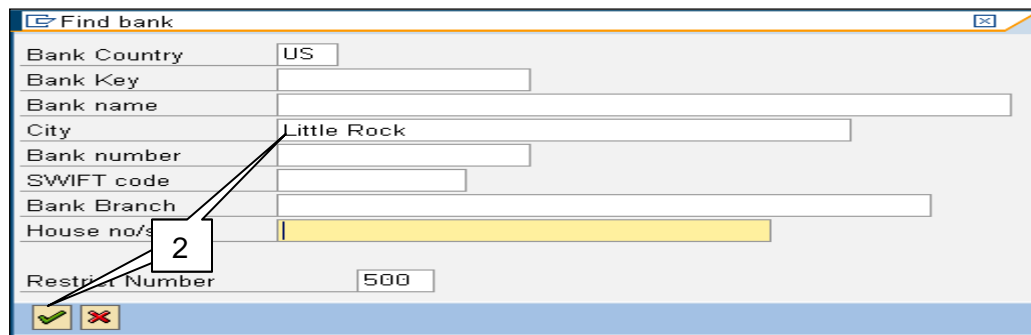
Bank Details (Infotype 0009)

Verification to ensure the accuracy of the bank details infotype is <u>required</u> in order for the employee's pay to be transferred to the correct account. Any questions regarding direct deposit should be forwarded to OPM State Payroll.

,The following fields must be entered when an employee is paid via direct deposit:
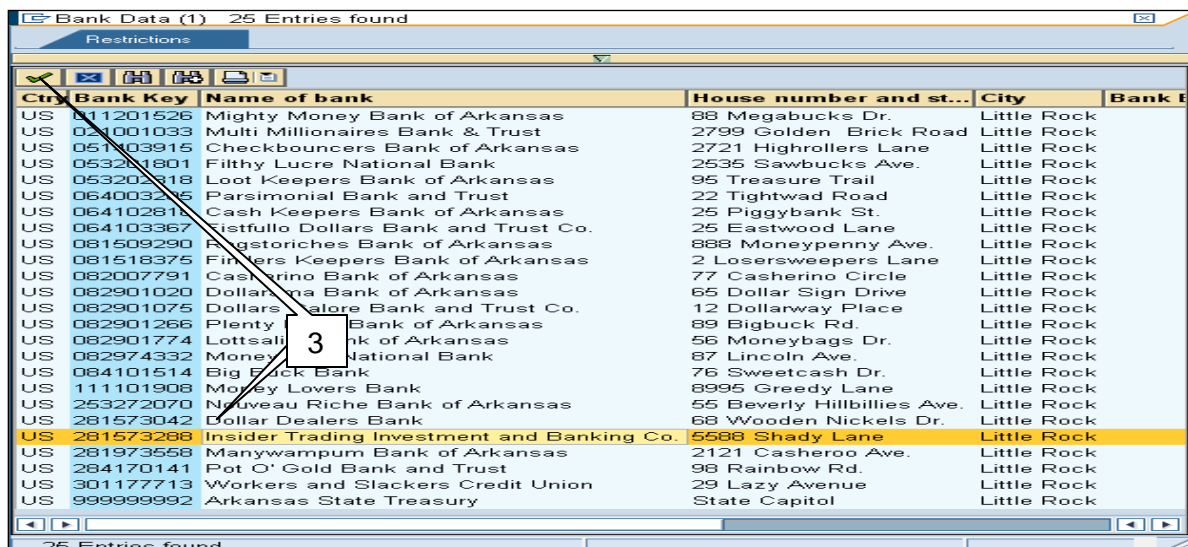- *Bank Details Type* (main bank)
- *Bank key* (bank routing number)
- *Bank Account* Number (cannot exceed 13 digits)
- *Bank control key* (type of account: checking or savings)
- *Payment method* defaults to D (direct deposit)

Action Steps:

1. In the *Bank key* field, enter the routing number or click on the drop-down box.

2. A *Find Bank* box appears. Enter the name of the city or the name of the bank, and <Green check mark> .

3. From the list of banks, highlight the bank. <Green check mark> .
Important: Verify that this number matches documentation (routing number, bank name, city) provided by the employee.
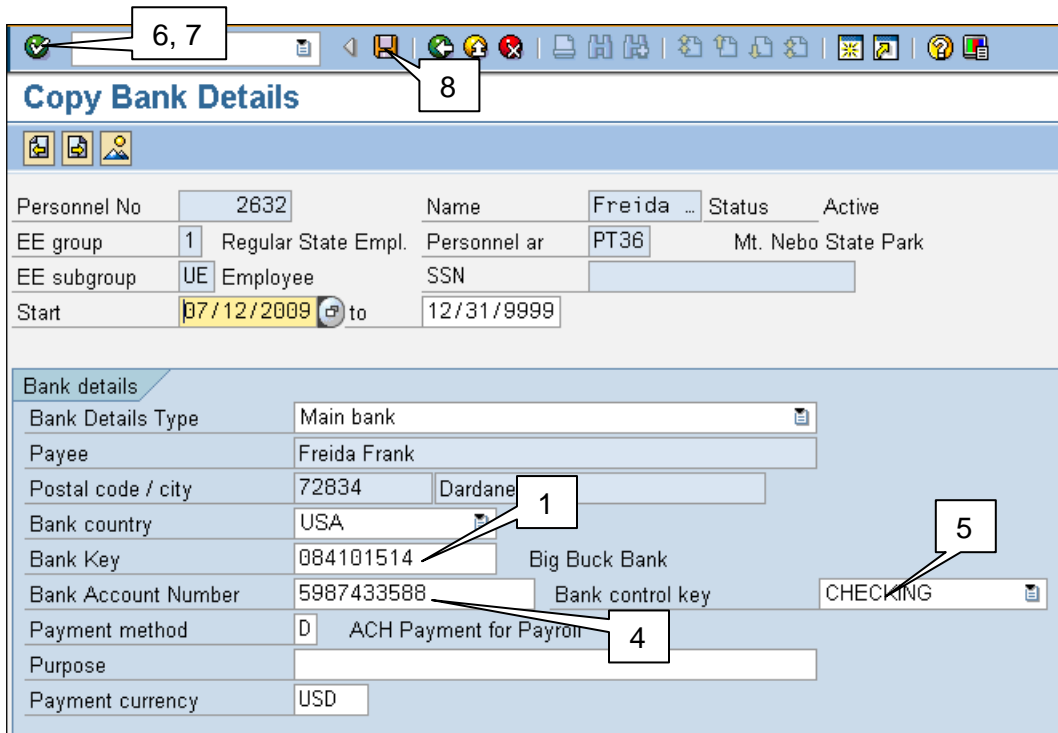
4. Enter *Bank Account Number.*
5. Select *Bank control key.* This field defaults to checking.

6. <Enter> ☑️. The system displays this message

   ⚠️ Record valid from 07/01/2007 to 12/31/9999 delimited at end   indicating the previous record's end date is changed.

7. <Enter> ☑️ to validate the information
8. <Save> 💾 to save the information.

Residence Tax Area (Infotype 0207)

This screen lists the employee's state of residence for tax purposes. If the employee does not live in the State of Arkansas, the only selection option for this infotype is Federal. If tax area for Arkansas or Texarkana, Arkansas is selected, the Federal tax defaults.

Action Steps:
1. Verify the information.

2. <Enter> ☑. The system displays this message

    ⚠ Record valid from 07/01/2007 to 12/31/9999 delimited at end   indicating the previous record's end date is changed.

3. <Enter> ☑ to validate the information.
4. <Save> 💾 to save the information.

Work Tax Area (Infotype 0208)

This infotype records the amount of time, throughout the tax period, an employee spends in each locality other than their *Residence Tax Area* (IT0207).

Action Steps:

1. Verify information and change if necessary. Defaults are from Resident Tax Area.

2. <Enter> ![icon]. The system displays this message

   ⚠ Record valid from 07/01/2007 to 12/31/9999 delimited at end   indicating the previous record's end date is changed.

3. <Enter> ![icon] to validate the information.

4. <Save> ![icon] to save the information.

Unemployment State (Infotype 0009)

This screen records the state responsible for paying the employee's unemployment insurance. On this infotype, if your agency utilizes the *Worksite* field and the worksite you need is not included in the drop-down list, contact the AASIS Help Desk at 501-683-2255 to have the work type added.
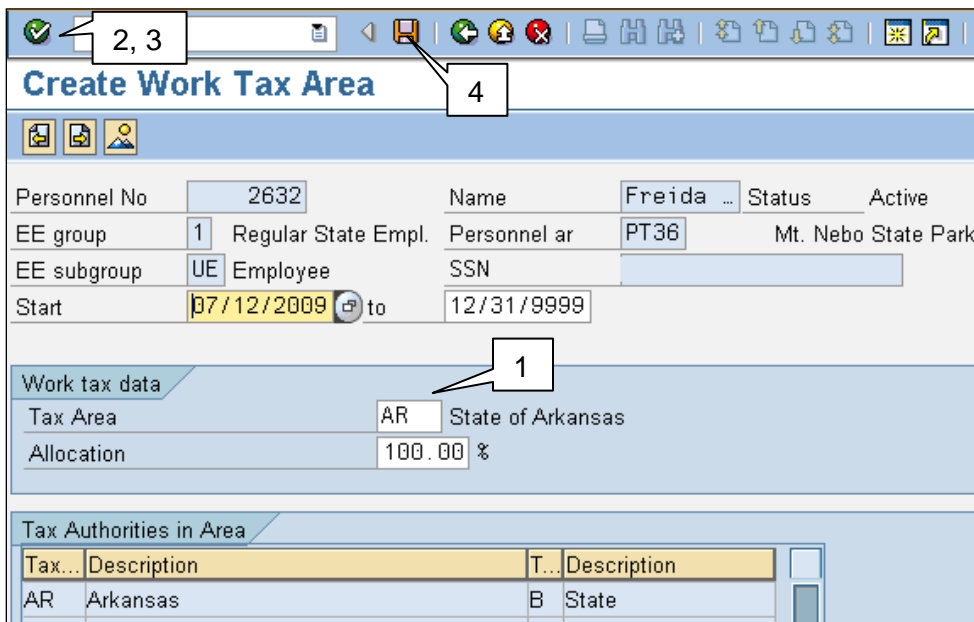
Action Steps:

1. Verify information and change if necessary – (defaults from Resident Tax Area.)

2. <Enter> ✅. The system displays this message
   ⚠ Record valid from 07/01/2007 to 12/31/9999 delimited at end indicating the previous record's end date is changed.

3. <Enter> ✅ to validate the information.

4. <Save> 💾 to save the information.

Withholding Info W4/W5 (Infotype 0210)

This infotype stores the information presented by the employee on the W4/W5 forms. This information is used by payroll to calculate withholding tax. The screen will appear twice: first, for State withholding information, then for Federal withholding information.

The *Dependent allowance* field must reflect the number of dependents the employee is claiming on the withholding form. If the employee elects to withhold additional amounts from their pay, enter the dollar amount in the *Additional Withholding* field.

Only two groups of employees are eligible for exemption from Arkansas income tax (Arkansas Acts 48 and 177 of 1977). These include employees living within the city limits of Texarkana, Arkansas and employees living within the city limits of Texarkana, Texas.

Employees living within the city limits of Texarkana, Arkansas do not have to work in Texarkana, Arkansas, or Texarkana, Texas in order to qualify for this exemption. In fact, no limitations exist as to where they may work.

On the other hand, employees working within the city limits of Texarkana, Arkansas but <u>do not</u> live within the city limits of Texarkana, Arkansas are <u>not</u> exempt from Arkansas income tax. For example: an employee living in Hope, AR but working within the city limits of Texarkana, AR, is not exempt from Arkansas income tax.

Employees living within the city limits of Texarkana, Texas must work within the city limits of Texarkana, Arkansas to be exempt from Arkansas income tax. These employees are not exempt from Arkansas income tax if they work anywhere else in Arkansas. For example: an employee living in Texarkana, Texas but working in Magnolia, Arkansas is not exempt from Arkansas income tax.
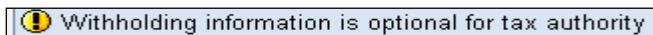
If an employee elects to have additional money withheld for either state or federal taxes ensure the amount is placed in the *Additional Withholding* field and not in *Exemption amount* field. If an employee is exempt, use "**R**" in the *Tax exempt* field. Contact OPM/State Payroll Systems with any questions concerning this infotype.

Action Steps for State:
1. Select filing status.
2. Enter the employee's allowances and/or additional amounts, if applicable.
3. <Enter> . This dialog box appears.

4. <Enter> again. This message appears.

> Withholding information is optional for tax authority

5. <Enter> . The system displays this message

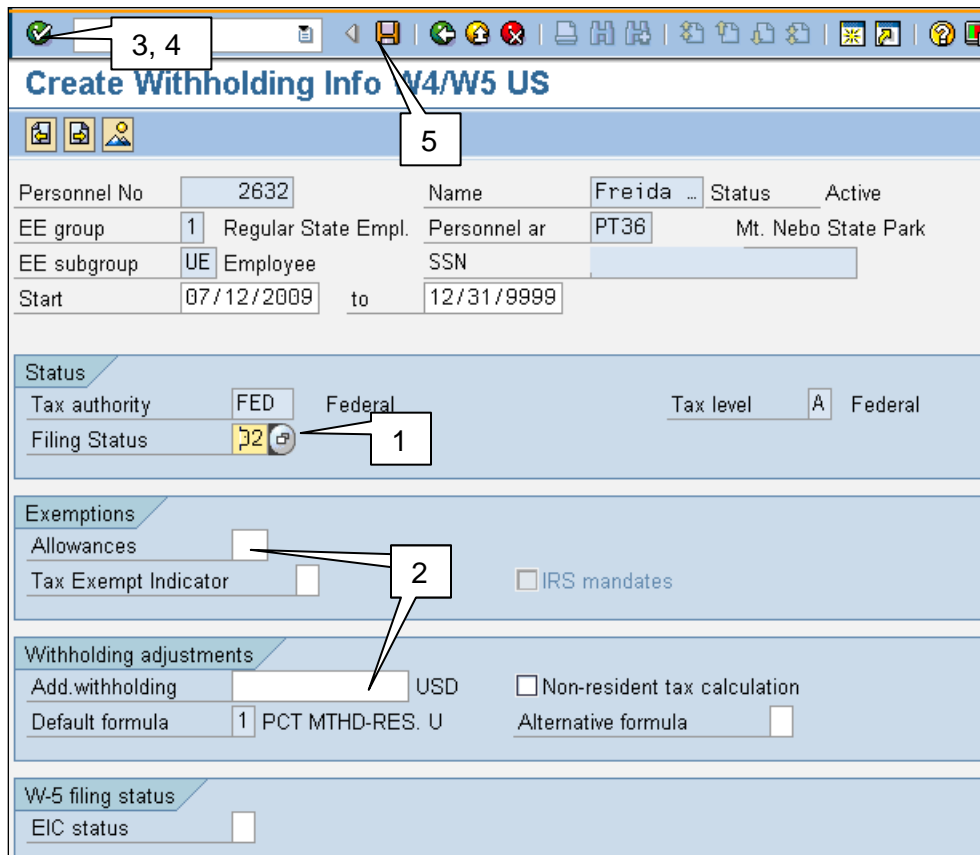> Record valid from 07/01/2007 to 12/31/9999 delimited at end indicating the previous record's end date is changed.

6. <Save> to save the information.

Action Steps: For Federal

1. Select filing status.

2. Enter the employee's allowances and/or additional amounts, if applicable.

3. <Enter> [✓]. The system displays this message
   ⚠ Record valid from 07/01/2007 to 12/31/9999 delimited at end   indicating the previous
   record's end date is changed.

4. <Enter> [✓] to validate the information.

5. <Save> [💾] to save the information.

Family Member/Dependents (Infotype 0201)

Agencies may want to enter family information for emergency contact. This screen is optional. The primary purpose for this optional screen is for benefits enrollment.

If information is not entered, click <Next Record> and Click *Yes* to continue to the next screen.

Action Steps:

1. If required, enter the information.

2. <Enter> to validate the information.

3. <Save> to save the information.

Communication (Infotype 0105)

This optional infotype houses the employee's user ID after it has been set up and assigned by the AASIS system.

Action Steps:
1. To complete the Hire Action on this employee, click on the subtype from the pop-up screen or use the "**X"** to cancel this screen and return to the Master Data menu.

The following message appears after returning to the *Actions* screen.

Infotype 0105 was skipped because no subtype was chosen
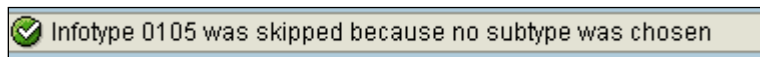
Congratulations! You have completed the rehire process.

Re-employment of Retiree

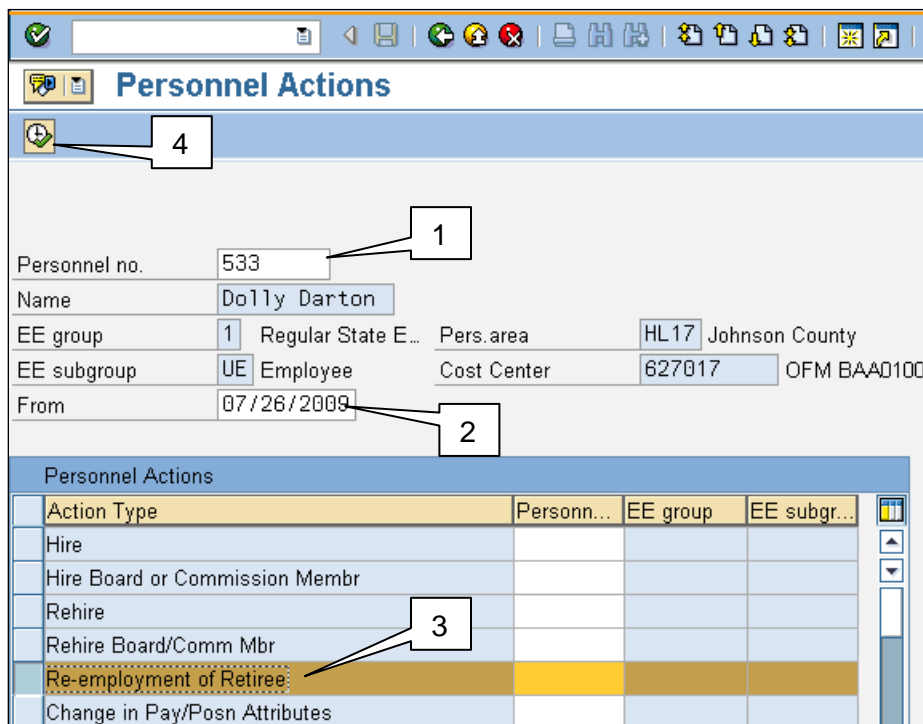OPM oversees the rehiring of a retiree. Upon determining a retiree is going to be re-employed, the agency must verify prior employment and contact OPM to determine the revised *Career Service Date* and *Leave Accrual Date.*

Personnel Actions

A number of infotype screens are already populated. This does not ensure that the information is current and accurate. <u>Verify each infotype screen!</u>

Action Steps:

1. Enter the *personnel number.* <Enter> 🔵 .
2. Enter the *From* date. Verify the date of hire before saving the screen.
3. Select *Re-employment of Retiree* action.
4. <Execute> 🔵 .

Actions (Infotype 0000)

Action Steps:
1. Select rehire as the *Reason for Action.*
2. Enter the *position number*.
3. <Enter> ![button]. This message appears.
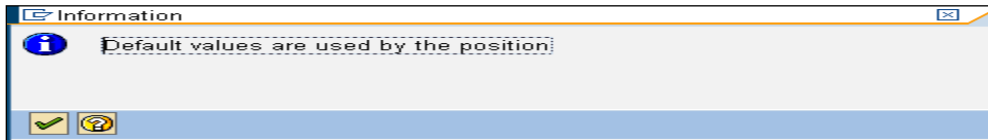
> **Information** ⊠
>
> ℹ️ Default values are used by the position
>
> ✔️ ❓

4. <Enter> ![button]. The system displays this message
   ⚠️ Record valid from 12/09/2003 to 12/31/9999 delimited at end   indicating the
   previous record's end date is changed.

5. <Enter> ![button] to validate the information.
6. <Save> ![button] to save the information.

Copy Actions

Pers.No.	533	
Name	Dolly Darton	
EE group	1 Regular State Empl. Personnel ar HL17 Johnson County	
EE subgroup	UE Employee SSN	
Start	07/26/2009 to 12/31/9999	

Personnel action

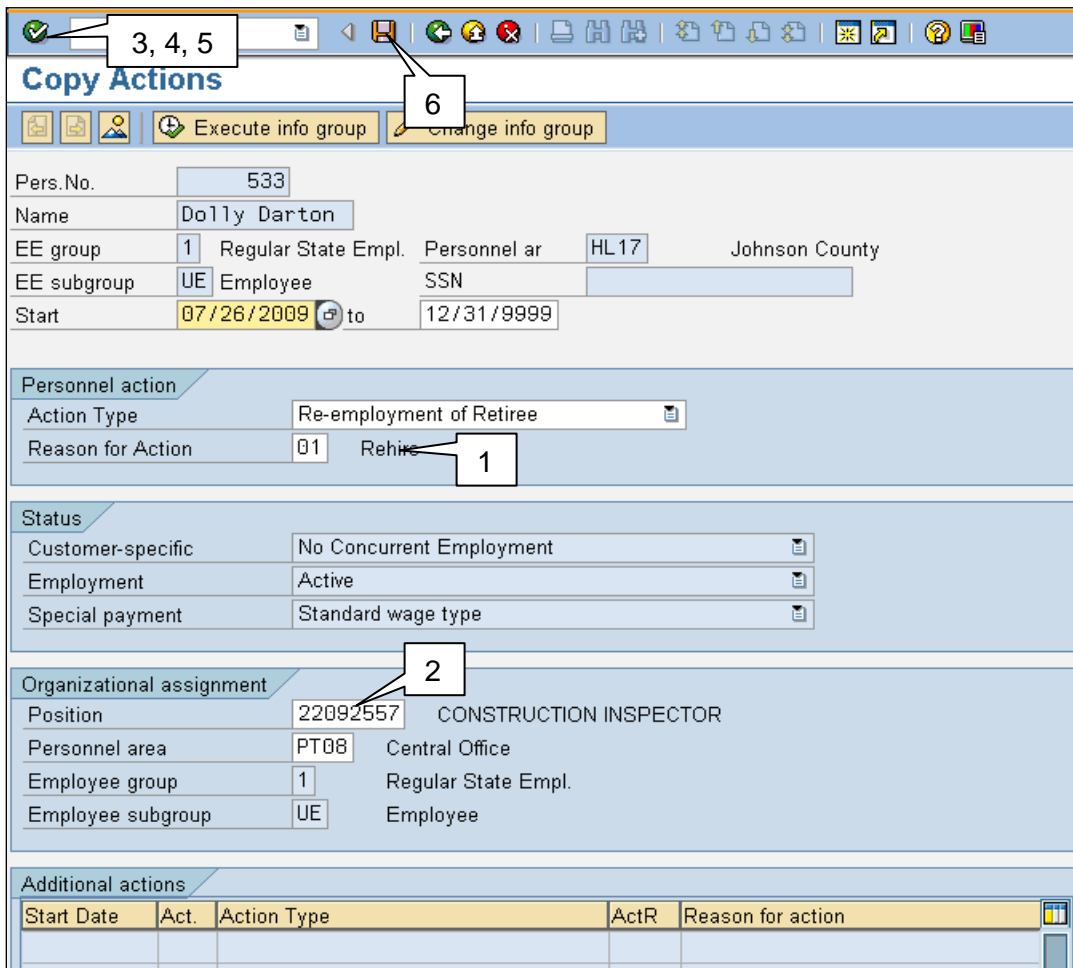|		
Action Type	Re-employment of Retiree	
Reason for Action	01 Rehire	1

Status

Customer-specific	No Concurrent Employment
Employment	Active
Special payment	Standard wage type

Organizational assignment

Position	22092557 CONSTRUCTION INSPECTOR	2
Personnel area	PT08 Central Office	
Employee group	1 Regular State Empl.	
Employee subgroup	UE Employee	

Additional actions
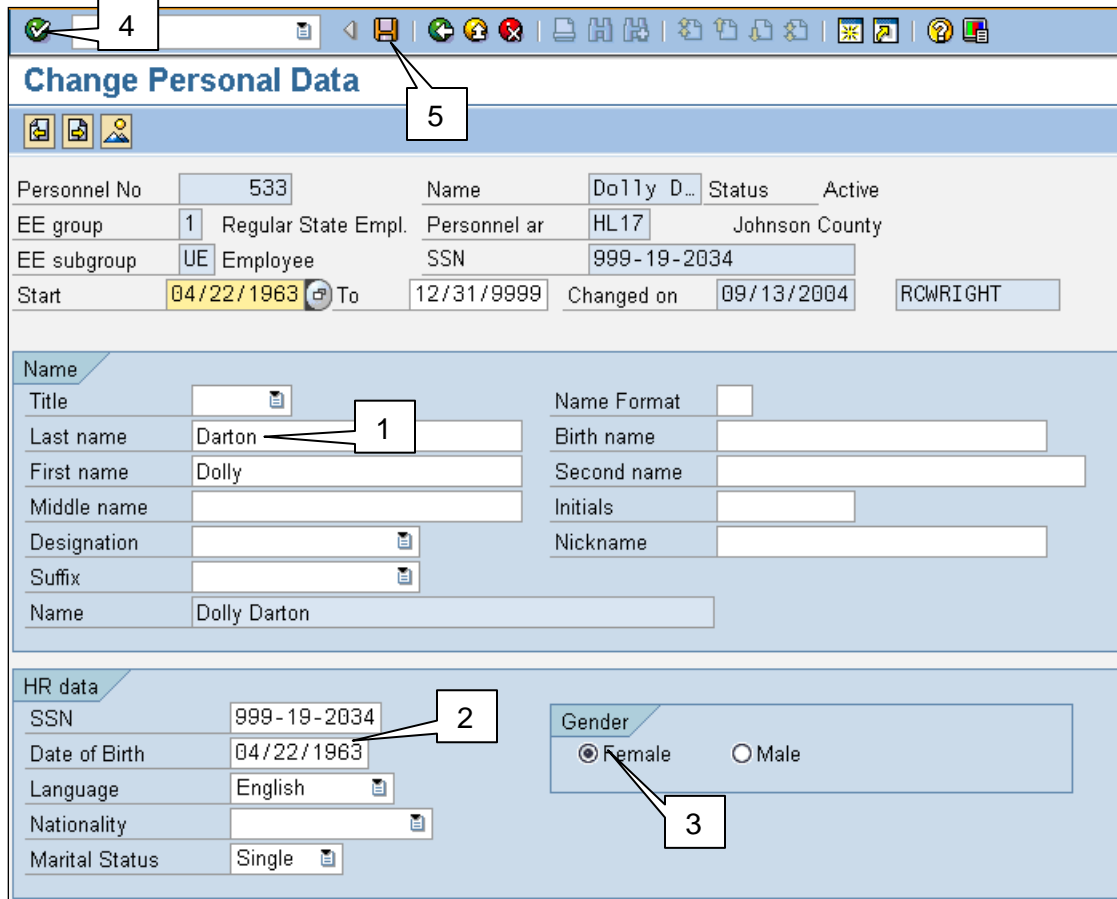
Start Date	Act.	Action Type	ActR	Reason for action

Personal Data (Infotype 0002)

In this section, check the name of the employee for possible changes.

Action Steps:
1. Enter *First name* and *Last name.*
2. Enter information i.e. *Date of Birth, or SSN.*
3. Check the *gender* information because the system defaults to Female.
4. <Enter> [icon] to validate the information.
5. <Save> [icon] to save the information.

Organizational Assignment (Infotype 0001)

There are special *Work Contract* fields for rehired retirees. An employee cannot be enrolled in a retirement system from which they are already drawing benefits. Two work contracts for rehired retirees are:

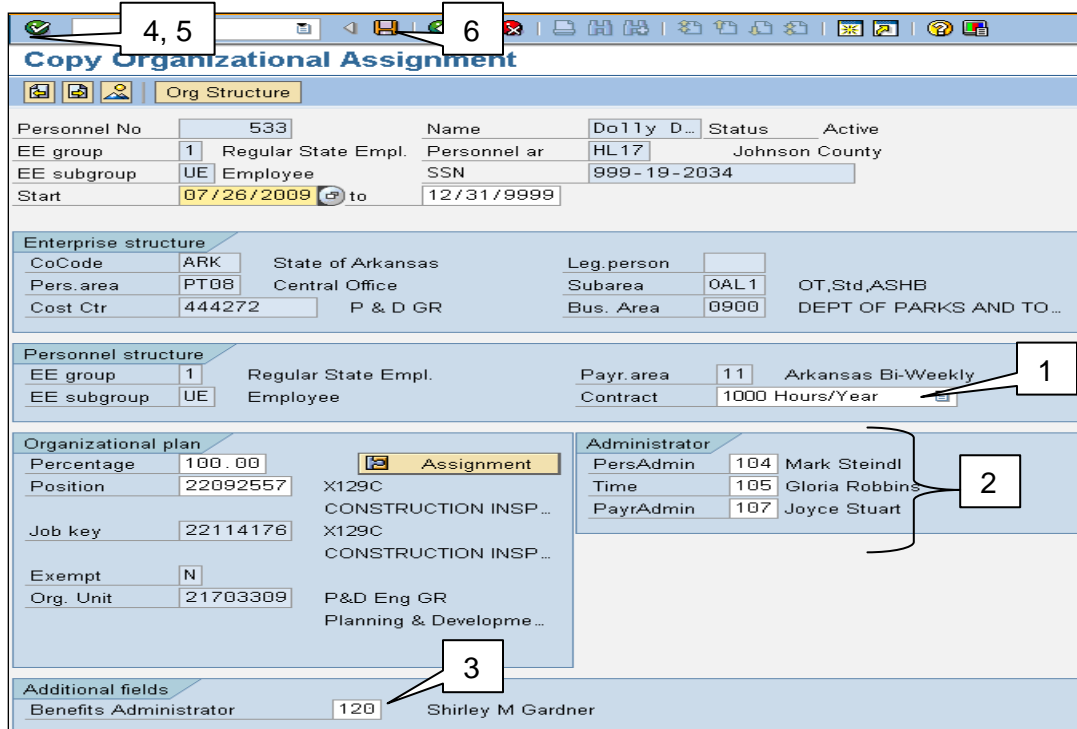- *RehirRet 1000YR --* A full time rehired retiree who retired in the same retirement plan of the hiring agency and works 1000 hours or more per year. This employee is eligible for enrollment in health and life plans but will not qualify for retirement benefits.
- *RehireRet<20 WK –* A rehired retiree who retired in the same retirement plan of the hiring agency and works less than 20 hours per week. This employee is not eligible for retirement, health, or life benefits.

Action Steps:

1. Select the type of *work contract* (see note above).
2. Under Administrator, select the *PersAdmin, Time, and PayrAdmin administrators*.
3. Under *Additional fields*, select *Benefits Administrator.*
4. <Enter> 🗹. The system displays this message

   ⚠ Record valid from 12/09/2003 to 12/31/9999 delimited at end   indicating the previous record's end date is changed.

5. <Enter> 🗹 to validate the information.
6. <Save> 💾 to save the information.

<u>Continuation of the Rehire of Retiree Action</u>

The *Re-employment of Retiree* action is basically the same process as entering a *Rehire* action except for the special work contract field for the Organizational Assignment infotype. From this point forward, the remaining infotypes are the same as those in a *Rehire* action. The next screen is *Monitoring of Tasks* (Infotype 0019) which is on page 12 of this current chapter.

Congratulations! You are well on your way in completing the rehire process for the re-employment of a retiree.